



Policy: 4073  
Procedure: 4073.01  
Chapter: Secure Facilities  
Rule: Juvenile Furlough

Effective: 09/21/2006  
Replaces: 4073.01  
Dated: 06/27/97

## Purpose:

When established criteria are met, a juvenile assigned to the Arizona Department of Juvenile Corrections (ADJC) secure facilities may be granted a temporary furlough (escorted activity) consistent with the Department's Vision, Mission, Values, and Norms, and the juvenile's Continuous Case Plan (CCP). Capital offenders are not eligible for furloughs.

## Index:

1. [Furlough Criteria](#)
2. [Furlough Request And Approval](#)
3. [Length of a Furlough](#)
4. [Escort Officers](#)
5. [Housing Unit Responsibilities](#)
6. [Furlough Matrix](#)

## Rules:

1. **Furlough Criteria:**
  - a. **ADJC** may grant a furlough to a juvenile for:
    - i. Programming purposes, in order to assist him/her in meeting his/her CCP goals and objectives to include:
      - (1) Work, education, or treatment related functions; and/or
      - (2) Special presentations/events.
    - ii. Scheduled court appearances;
    - iii. Physical/mental health related issues to include:
      - (1) Off-site medical/mental health appointments; and
      - (2) Emergency medical services for the juvenile.
    - iv. Compassionate situations, including:
      - (1) The funeral or hospitalization of a close family member; and
      - (2) Birth of the juvenile's child;
    - v. Transition to community purposes to include:
      - (1) Reunification with family;
      - (2) Visit to a proposed placement; and
      - (3) Obtaining:
        - (a) Clothing and supplies;
        - (b) Social Security Card; and/or
        - (c) Passport.
2. **Furlough Request And Approval:**
  - a. **A JUVENILE AND/OR AN ADJC EMPLOYEE** may initiate a furlough request.
  - b. The **REQUESTOR** shall submit Form 4073.01A Juvenile Furlough Request/Approval within ten business days prior to the specified activity except in cases of emergencies or events with tighter time constraints, such as:
    - i. Funerals;
    - ii. Scheduled court appearances;
    - iii. Off-site medical/mental health appointments; and
    - iv. Emergency medical services for the juvenile.
  - c. **For Programming, Compassionate, and Transition to the Community Furloughs:**
    - i. The **YOUTH PROGRAM OFFICER III, CASE MANAGER (YPO III)** shall consider the juvenile's classification, programming level, and the matrix below when reviewing a juvenile for possible approval of furlough activities;
    - ii. The **JUVENILE'S MULTIDISCIPLINARY TEAM (MDT) AND THE HOUSING UNIT MANAGER (YPS)** shall:
      - (1) Review the request prior to any subsequent review by approving authority(ies);

## Procedure No. 4073.01 Juvenile Furlough

Page 2 of 5

- (2) Consider parent/legal guardian's input, if applicable; and
      - (3) Recommend approval or denial of the furlough on Form 4073.01A Juvenile Furlough Program and present it to the Superintendent and approving authority, where applicable, for consideration;
    - iii. The **SUPERINTENDENT AND APPROVING AUTHORITY AS IDENTIFIED IN THE MATRIX**, where applicable, shall approve or deny the furlough on Form 4073.01A with consideration given to:
      - (1) Established criteria listed in the matrix below;
      - (2) The juvenile's classification and programming level including completion of treatment objectives and status of minimum length of stay.
    - iv. When disagreement among approval authorities exists, the **SAFE SCHOOLS PROGRAM ADMINISTRATOR** shall make the final decision regarding furlough approval.
  - d. **For Medical/Mental Health Furloughs:**
    - i. The **REQUESTOR** shall:
      - (1) Submit Form 4073.01A Juvenile Furlough Request/Approval to the specified approval authority as soon as possible prior to the furlough;
      - (2) In the case of a medical emergency:
        - (a) Take immediate appropriate action; and
        - (b) Notify the specified approval authority as soon as possible.
3. **Length of a Furlough:**
- a. The **APPROVAL AUTHORITY** shall:
    - i. Approve:
      - (1) Proposed time frames depending on the circumstances and type of furlough; and
      - (2) Extensions of time frames in the case of unforeseen circumstances.
    - ii. Ensure all relevant persons are notified of any furlough extensions.
4. **Housing Unit Responsibilities:**
- a. For all programming and compassionate furloughs, the **YPO III** shall:
    - i. Ensure all approvals, signatures, and notifications are completed prior to a furlough.
      - (1) Verify signatures on the request;
      - (2) Formally notify parent or guardian of the request;
      - (3) Formally notify Victims' Rights of the request;
      - (4) Formally notify Education of the request and projected date of furlough to ensure an excused absence;
      - (5) In all cases, notify the Parole Officer at least 24 hours prior to the furlough or other off-grounds activity if the Parole Officer has not been involved in the planning of the activity;
      - (6) Notify the Security Office and Health Unit at least 48 hours prior to the furlough or other off-grounds activity to complete escape fliers and medication reviews.
    - ii. Inform the juvenile regarding expectations for the furlough or reasons for denial;
    - iii. Ensure that a written furlough plan is completed by the juvenile and MDT which:
      - (1) Has written goals and objectives;
      - (2) Meets established criteria.
    - iv. When appropriate, work with the Parole Officer in the planning of the furlough;
      - (1) The **PAROLE OFFICER** may assist in verifying the need for an emergency furlough or other off-grounds activity.
  - b. The **YPS** shall ensure proper inventory and care of the juvenile's personal property during any furlough or other excused absence.
5. **Escort Officers:**
- a. The **SECURITY CAPTAIN** shall ensure:
    - i. One or more ADJC employees escort juveniles on furlough and keep juveniles in their sight and immediate proximity at all times except:

## Procedure No. 4073.01 Juvenile Furlough

### Page 3 of 5

- (1) When the juvenile is on a 72 hour evaluation (unless the hospital requires a 24 hour ADJC security officer); and
- (2) When the court is transporting the juvenile.
- ii. If only one escort officer is assigned, that escort officer shall be of the same sex as the juvenile;
- iii. When possible, the escort officer(s) shall be an employee(s) with whom the juvenile and his/her family has an established relationship;
- iv. Escort officers use the level of restraints indicated on Form 4073.01 Juvenile Furlough Program.
- b. **ESCORTING OFFICERS/EMPLOYEES** shall:
  - i. Take a cell phone with him/her for use during the furlough;
  - ii. Take an approved sack meal along for the juvenile if the juvenile would normally be scheduled to eat during the time of the furlough;
  - iii. Take a set of mechanical restraints in case they are required during the furlough, in accordance with Procedure 4058.01 Use of Force Continuum;
  - iv. If the **ESCORT OFFICER** uses a higher level of restraints to those indicated on Form 4073.01 Juvenile Furlough Program, s/he shall:
    - (1) Notify Adobe Mountain School Control with the:
      - (a) Name of the Officer;
      - (b) Name of the juvenile;
      - (c) Secure school and unit where the juvenile is normally housed.
    - (2) Make further notifications and complete appropriate paperwork in accordance with:
      - (a) Procedure 4058.01 Use of Force;
      - (b) Form 4058.01A Use of Restraints; and/or
      - (c) Procedure 4079.01 Escape and Apprehension of a Juvenile.
  - v. If possible, conduct restroom breaks at state or local government facilities such as:
    - (1) Juvenile corrections/detention facilities,
    - (2) Fire stations;
    - (3) Police stations; and
    - (4) ADOT facilities.

## 6. Furlough Matrix:

Type of Furlough	Furlough Details	Eligibility Criteria	Approval Authority	Restraints
Health – Physical	<ul style="list-style-type: none"> <li>Medical or dental services ADJC is obligated to provide but cannot.</li> <li>Emergency procedures.</li> <li>Follow-up for procedures done at an outside facility.</li> </ul>	<ul style="list-style-type: none"> <li>Any juvenile in need of services described under Furlough Details, Medical – Physical health</li> </ul>	<ul style="list-style-type: none"> <li>Medical Director or designee</li> <li>Notice to Secure Facility Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>As required on Form 4073.01A Juvenile Furlough Program</li> </ul>
Health – Mental	<ul style="list-style-type: none"> <li>72 hour evaluations/ civil commitments.</li> <li>Private psychiatric care.</li> <li>Private participation in a psychological evaluation or private psychological/psychiatric treatment.</li> </ul>	<ul style="list-style-type: none"> <li>Any juvenile in need of services described under Furlough Details, Medical-Mental Health</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Services Administrator or designee</li> <li>Notice to Safe Schools Program Administrator, Secure Facility Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>As required on Form 4073.01A Juvenile Furlough Program</li> </ul>
Compassionate – Family ill	<ul style="list-style-type: none"> <li>Parent/legal guardian.</li> <li>Sibling.</li> <li>Grandparent.</li> <li>Extended family member, when appropriate.</li> <li>An emergency in juvenile's family.</li> </ul>	<ul style="list-style-type: none"> <li>Low risk to abscond</li> </ul>	<ul style="list-style-type: none"> <li>Secure Facility Superintendent on the advice of the MDT</li> <li>Notice to Safe Schools Program Administrator</li> </ul>	<ul style="list-style-type: none"> <li>As required on Form 4073.01A Juvenile Furlough Program</li> </ul>

**Procedure No. 4073.01 Juvenile Furlough**  
**Page 4 of 5**

Type of Furlough	Furlough Details	Eligibility Criteria	Approval Authority	Restraints
Compassionate – Childbirth	<ul style="list-style-type: none"> <li>In extraordinary circumstances where a juvenile has been involved with the mother of the child and in preparations for the childbirth.</li> </ul>	<ul style="list-style-type: none"> <li>Low risk to abscond</li> <li>Age appropriate</li> <li>Attended childbirth preparation classes</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Director or designee</li> <li>Girl's parents</li> <li>Notices to: <ul style="list-style-type: none"> <li>Safe Schools Program Administrator, Education Superintendent, and Assistant Director of Programs and Institutions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>As required on Form 4073.01A Juvenile Furlough Program</li> </ul>
Bereavement	<ul style="list-style-type: none"> <li>Parent/legal guardian.</li> <li>Sibling.</li> <li>Grandparent.</li> <li>Extended family member, when appropriate.</li> <li>An emergency in the juvenile's family.</li> </ul>	<ul style="list-style-type: none"> <li>Low risk to abscond</li> </ul>	<ul style="list-style-type: none"> <li>Secure Facility Superintendent on the advice of the MDT</li> <li>Notice to Safe Schools Program Administrator</li> </ul>	<ul style="list-style-type: none"> <li>As required on Form 4073.01A Juvenile Furlough Program</li> </ul>
Court	<ul style="list-style-type: none"> <li>Whenever the court deems necessary.</li> <li>In most cases, the court will transport.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled court appearance</li> </ul>	<ul style="list-style-type: none"> <li>Secure Facility Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>As required on Form 4073.01A Juvenile Furlough Program</li> </ul>
Work – Voc Ed	<ul style="list-style-type: none"> <li>May go singly or in groups.</li> <li>For specific Voc Ed hands-on experiences and/or presentations.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Work and Vocational Education Classification</li> <li>Student priorities based on age and length of stay</li> <li>GED or High school diploma (not sole criteria)</li> <li>Attendance</li> <li>Grades</li> <li>Behavior</li> <li>Recommendations from: <ul style="list-style-type: none"> <li>YPS</li> <li>MDT</li> </ul> </li> <li>EP/Transition needs</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> <li>Principal</li> <li>Secure Facility Superintendent</li> <li>Notices to: <ul style="list-style-type: none"> <li>Safe Schools Program Administrator, Education Superintendent, Assistant Director of Programs and Institutions, Deputy Director</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Not eligible if restraints are required</li> </ul>
Work – Job Fair	<ul style="list-style-type: none"> <li>May go singly or in groups.</li> <li>May or may not be used as an adjunct to a program in which the juvenile is involved.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible if restraints are required</li> </ul>
Work Experience – Job Application	<ul style="list-style-type: none"> <li>May be used in conjunction with transition to community.</li> </ul>	<ul style="list-style-type: none"> <li>Close to MRD and release</li> <li>Recommendations from MDT</li> <li>Part of CCP</li> </ul>	<ul style="list-style-type: none"> <li>Secure Facility Superintendent on the advice of the MDT</li> <li>Notice to Safe Schools Program Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible if restraints are required</li> </ul>
Work Experience – Special Programs	<ul style="list-style-type: none"> <li>May go singly or in groups</li> <li>For specific Voc Ed experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible if restraints are required</li> </ul>
Education – Applying for school	<ul style="list-style-type: none"> <li>May be used in conjunction with transition to community.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible if restraints are required</li> </ul>
Education – Attending school	<ul style="list-style-type: none"> <li>May be used in conjunction with transition to community.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible if restraints are required</li> </ul>
Education – Transitioning to a community school	<ul style="list-style-type: none"> <li>May be used in conjunction with transition to community.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work Experience – Job Application</li> </ul>	<ul style="list-style-type: none"> <li>Same as Work Experience – Job Application</li> </ul>	<ul style="list-style-type: none"> <li>Not eligible if restraints are required</li> </ul>

**Procedure No. 4073.01 Juvenile Furlough**  
**Page 5 of 5**

Type of Furlough	Furlough Details	Eligibility Criteria	Approval Authority	Restraints
Supervised special events – Sporting Events	<ul style="list-style-type: none"> <li>• May go singly or in groups.</li> <li>• May be used as a reward or an impetus.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>• Safe Schools Program Administrator</li> <li>• Notice to the Assistant Director of Programs and Institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Not eligible if restraints are required</li> </ul>
Supervised special events – Official events	<ul style="list-style-type: none"> <li>• May go singly or in groups.</li> <li>• May be used as a reward or an impetus.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>• Safe Schools Program Administrator</li> <li>• Notice to the Assistant Director of Programs and Institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Not eligible if restraints are required</li> </ul>
Supervised special events – Conferences	<ul style="list-style-type: none"> <li>• May go singly or in groups.</li> <li>• May be used as a reward or an impetus.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Work-Voc Ed</li> </ul>	<ul style="list-style-type: none"> <li>• Safe Schools Program Administrator</li> <li>• Notice to the Assistant Director of Programs and Institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Not eligible if restraints are required</li> </ul>
Treatment – Therapy	<ul style="list-style-type: none"> <li>• Whenever necessary as in medical furloughs.</li> </ul>	<ul style="list-style-type: none"> <li>• Any juvenile in need of services deemed necessary by the secure facility Psychologist</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Services Administrator</li> <li>• Notice to Safe Schools Program Administrator, Secure Facility Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>• As required on Form 4073.01A Juvenile Furlough Program</li> </ul>
Transition to community	<ul style="list-style-type: none"> <li>• Reunification with family.</li> <li>• Visit to a proposed placement.</li> <li>• Obtain:               <ul style="list-style-type: none"> <li>◦ Social Security Card.</li> <li>◦ Clothing and supplies.</li> <li>◦ Passport.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Close to MRD and release</li> <li>• Recommendations from MDT</li> <li>• Part of CCP</li> </ul>	<ul style="list-style-type: none"> <li>• Secure Facility Superintendent on the advice of MDT</li> <li>• Notice to Safe Schools Program Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Not eligible if restraints are required</li> </ul>

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/11/2006	Kellie M. Warren Psy.D.		